

RAS copy

6 February 1968

25X1A9a

MEMORANDUM FOR: Mr. [REDACTED], Vital Records Program Manager

SUBJECT : Review of the Status of the Vital Records Program

25X1A9a 1. As a result of our discussion yesterday and my subsequent discussions with Mr. [REDACTED], I feel even more certain that you must examine the current Vital Records Deposits stored in the Agency Archives and Records Center at [REDACTED] complete a full review of the component schedules and their application, and arrange for meetings with Col. [REDACTED] on emergency equipment requirements and with Col. [REDACTED] about current emergency plans. 25X1A6a

25X1A9a 2. This staff has a continuing responsibility for the Agency Vital Records Program and to have such records readily available for use at the Agency Relocation Site in the event of an emergency. Our attention to this responsibility must be constant and thorough.

25X1A9a 3. As Program Manager your status reports and recommendations are important for my knowledge of the condition, progress, and needs of your Program. Your periodic review of the actual deposits, and their accessibility, as well as your critical analysis and recommendations concerning Program improvements and appropriate component participation are essential for our success.

4. Please develop an outline as to your intended plan and time schedule for this current review and let's discuss it before you start. I would appreciate if we could complete an interim report on the current deposits by Tuesday, 20 February 1968. Your interim recommendations and estimates as to the time frame for the balance of your analysis can be included at that time.

5. Your examination of the records on deposit should be specific, complete, and detailed with as few generalities as possible. Since you are responsible for the Program and this report, it is wise for you to personally review and calculate your findings with a minimum of second-hand statistics and opinions as to volumes and conditions. I look forward to your findings and recommendations.

[REDACTED]  
Chief

Records Administration Branch

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Distribution:

Orig - addressee

1 - Mr. [REDACTED]

1 - Mr. [REDACTED]

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